

**Charter Proposal**  
**Missouri State Government Windows Developers Group**  
**Revised December 13, 2004**

**Authorization**

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Our predecessor organization was the Missouri State Government Visual Basic Users Group, also known as VBUG. That organization began in 1997 as an informal user group for the Visual Basic Professional and Enterprise Edition development systems. Three years later, VBUG absorbed the Access User Group for state government. Since that time, the mission of VBUG has grown to accommodate the ever-increasing scope of duties performed by its members.

To make this change in scope and mission official, this charter proposal is hereby submitted to ITAB for review and advice. Upon return of this draft by ITAB, the Missouri State Government Windows Developers Group will succeed VBUG as the state user group for all Windows development technologies starting in January of 2005.

We will revisit this charter annually and amend it as deemed appropriate by the group. The annual charter meeting will be held in November of each year, with a vote to be held in December.

**Name**

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The official name will be Missouri State Government Windows Developers Group. While the official abbreviation will be "MWDG", we anticipate the group will be more commonly referred to as "WinDev".

**Mission**

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The Missouri State Government Windows Developers Group is formed for developers working on application and utility software for the Windows operating systems, to include both desktop, handheld, and server systems. The group gives its members an opportunity to learn more about their craft by sharing knowledge with their counterparts in other state agencies. To that end, our task is three-fold:

1. Provide a forum for exchange of information and knowledge on all aspects of Windows Development.
2. Provide a forum for exchange of information and knowledge on interoperability with other operating systems and platforms, particularly Unix/Linux, handheld or embedded devices, and the Java platform architecture.

3. Contribute to the aims of Missouri Enterprise Architecture by providing for a common library of code and documentation that collectively represents our understanding of best practices for various aspects of Windows development. The library is not intended to be a policy instrument, but rather a collective point of reference available to all members who may use it as they see fit for their individual projects.

## **Membership**

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Membership shall be open to:

1. General Members: State employees involved in information technologies, either as primary job responsibilities or additional duties
2. Associate Members: Current contractors of state agencies delivering IT products, services, and consulting.
3. Student Members: Currently enrolled students of the local colleges and universities studying Computer Science and related disciplines.

The question of private sector membership will be taken up by MWDG over the course of CY 2005.

## **Duties & Responsibilities**

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The membership will elect by majority vote a chairman who will serve for a term of 12 months to begin in January of each year. Nominations for a new chairman will be made annually at the November meeting, with voting to be conducted at the December meeting. The newly elected chairman will take office the following January, and will serve until a successor is elected. The chairman must be a general member to hold office. The Chairman will be a non-voting member, only casting votes to break ties. His or her primary function will be to chair the monthly meetings, as well as any executive committee meetings or special gatherings.

A standing executive committee will be formed, consisting of not less than 3, and not more than 7 members plus the Group Chairman. The Executive Committee is charged with collectively carrying out the tasks of running a developer's group, such as (but not limited to) scheduling meetings and speakers, maintaining the web site, and administering the listserv. The committee will be responsible for designating any spokespersons or contacts for organizations inside or outside of state government as needed. In addition, one member of the executive committee will be charged with maintaining a record of all meetings and forwarding a monthly report to the ITAB User Group Chairman. This report is intended for the general information and advisement of that body.

By a majority vote of the general membership, general members may be installed to the executive committee, either for the duration of special projects or as permanent committee members. Only general members are eligible for such service. The composition of the executive committee and divisions of responsibility among the members will be determined by a majority vote of the general membership. Each executive committee member shall serve at a term to be determined by the

membership at the time of his or her election. Should the organization grow to encompass special interest groups (SIGs), these SIG chairmen would also be executive committee members.

The committee will also provide advice and consent to the chairman on matters that may arise where it is not practical to wait for discussion or vote at the next regular meeting. We envision the committee will also function as the starting point for matters that require an initial input, first draft, or formalized proposal.

Provision is hereby made for the possibility of functions not envisioned by this charter. In general, the executive committee will be limited to seven members. However, committee members elected only for the duration of a special project or one-time event may cause the committee to temporarily exceed 7 members. Such terms of office can only be authorized by a majority vote of the members. In any case, this overage in executive committee membership can last no longer than one year.

The Chairman of the group will also serve as the chairman for the Executive Committee. If an executive member is unable to fulfill their position, the General Chairman can appoint a temporary executive. If the chairman must step down before his or her term ends, the Executive Committee members will elect an Acting Chairman from among the general membership of the group. At the next meeting, the general membership must vote to either ratify or replace any temporary office holders.

### **Charter Amendments and Bylaws**

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Amendments to this charter must be proposed at a general meeting and communicated to all members before a vote can be taken. A vote can be taken no earlier than the next scheduled general meeting from which an amendment was proposed. A charter amendment must be voted on by the general membership with a majority vote of two-thirds in attendance required to pass. The chairman is authorized to refer a proposed amendment to the ITAB User Group Chairman for review and advice when an amendment proposed by MWDG members may have an impact on state IT strategy, plans, or policy. The ITAB UG Chairman, at his/her discretion, may refer the matter for consideration by the general membership of ITAB.

Rules and policies may be required to enact or enable provisions of the charter. Collectively, these will be referred to as *bylaws* and kept in a master document by an appointed member of the executive committee. This committee member is to be determined by the general membership. Bylaws can be enacted by a majority vote of the general membership with two-thirds in attendance voting in approval to pass. Bylaws enacted at a given meeting will be included in the monthly report to ITAB-UG.

At the annual charter meeting, all bylaws then in effect will be reviewed by the membership for inclusion into the charter. Those deemed appropriate to be included in the charter will be written into the charter draft and forwarded to the ITAB UG Chairman for the annual review. Bylaws incorporated into the charter are to be removed from the bylaws document.

## **Voting**

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Voting on all questions to come before MWDG will be extended to general members, with the exceptions previously outlined for the Chairman. However, under no circumstances can any member cast a vote for his or her own election to any office.

Associate and student members will not have voting rights on policy and officers, but may vote on procedural matters such as scheduling and presentation topics.

Voting is on an individual basis, with the exception of the code and documentation resource library. Code and documentation will only be admitted to the common resource by a majority of agencies in attendance, with a minimum of 5 agencies voting or formally abstaining. A vote to abstain may be made by an agency willing to defer to the group where they are not yet involved with a particular technology.

## **Meetings**

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Meetings will be held on the 3rd Wednesday of each month where practical. Special meetings of the general membership or the executive committee may be elected by a majority of the membership or called by the chairman.

## **Discussion List**

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One member of the executive committee will serve as the administrator of the mailing list. The reflector will serve as a means for members to seek advice or suggest solutions to daily problems encountered by members. Instructions to subscribe and unsubscribe will be maintained on the web site.

## **Web Site**

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The MWDG web site will be the successor to the VBUG site (<http://vbug.state.mo.us>) as a communication hub for members.

Eventually, all or part of the common resource library will be available as an online resource to the membership.

*This concludes our proposal. Please direct any questions and/or comments to the acting chairman, James Brockman of the Department of Insurance (526-5696). We thank you for your time and consideration.*